

15 April 1975

MEMORANDUM FOR: All Secretaries of the Ad Hoc Staff

SUBJECT : Preparation of Correspondence

Beginning as of today, two copies of all correspondence are to be furnished to Central Community Index Registry, 6E25, Hqs. Files to be maintained in the officer's working area should be considered working files only. The Central Community Index Registry will be the office for records of all the material developed or transmitted by the Ad Hoc Staff. Former instructions with respect to routing all mail will continue.

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Copy to:



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2 - Central Community Index Registry  
1 - Chrono

